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# **Chippewas of Kettle & Stony Point First Nation**

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## **EMPLOYMENT OPPORTUNITY**

### **Ontario Works Caseworker**

### **Full Time Position**

**POSITION SUMMARY:** The Ontario Caseworker, under the direction of the Director of Ontario Works, will provide client service and counseling on behalf of the Ontario Works program. The Caseworker is responsible for determining the eligibility and needs of applicants and for maintaining professional relationships with clients while acting as a guide and advocate. The individual is also responsible for various administrative duties such as maintaining case notes in client files, mailing letters, typing various forms of correspondence and filing. Although the Ontario Works caseworker is required to manage and maintain a caseload, this position is not considered a supervisory position

**REPORTING PROTOCOL:** REPORTS DIRECTLY TO THE ONTARIO WORKS DIRECTOR

### **EDUCATION / SKILLS REQUIREMENTS:**

- Ontario Secondary School Diploma, Social Services Diploma or work-related experience in this field.
- Act as a front-line liaison for the Ontario Works Department, responding appropriately to any and all routine external inquiries from clients and government agencies
- Use professional judgment in order to make difficult decisions that may be received well by clients.
- Advocate on behalf of the client
- Comprehension of the Ontario Works Directives, Legislation and Regulations.
- Knowledge of the Ontario Works Directives, Policy and regime, including any regulatory changes and/or amendments.
- Proficient level of communication skills, verbal and written
- Communicate effectively Ontario Works Directives, Legislations and Regulations.
- Organizational and time-management skills
- Confidentiality and good judgment are required
- Adhere to the Chippewas of Kettle & Stony Point First Nation Employee Policy Manual
- Chippewas of Kettle & Stony Point First Nation gives preference to First Nation applicants for any employment opportunities as per Section 16(1) of the Canadian Human Rights Act.
- *Successful applicant must provide a current and up to date CPIC upon hiring.*
- *Successful Applicant must consent to a full background check upon hiring.*



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### **Deadline for application**

**Posted June 12, 2018 deadline to apply June 26 2018 at 4:00 pm.**

**Application to Include:** Cover letter, resume & three work related letters of reference

**Please submit your application to:**

Kettle & Stony Point Administration Building  
Att: Cindi Rogers-George, Director of Ontario Works  
6247 Indian Lane, KSPFN, ON, N0N 1J1  
Fax: 519-786-2108

*A complete job description may be obtained from the Administration office located at 6247 Indian Lane, Kettle & Stony Point First Nation, ON, N0N 1J1. Phone 519-786-2125 Fax 519-786-2108*

***Only successful candidate will be called for an interview***